

MINNESOTA DEPARTMENT OF PUBLIC WELFARE

Suggested Policies and Procedures of the Patients Program Department
(Patient Activities, Occupational Therapy, Industrial Placement)

July 28, 1953

- I For maximum operating efficiency, the Patient Activities, Occupational Therapy and Industrial Placement divisions (in the Patients Program Department) shall maintain a set of rules and regulations regarding local hospital procedure as relates directly to these departments or divisions.
- II Activities and programs of this department shall be supervised and coordinated by a Patient Program Supervisor I or similarly acting supervisor if said position has not been authorized on the hospital roster.
- III For most effective treatment purposes, all activities of this department shall be prescribed, cleared, or approved in writing by a physician.
- IV There shall be in view and use an organizational chart showing names, supervisory relationships and geographic area or skill area assignments of all department members.
- V A written schedule of group activities for patients (as supervised by the patients activities staff) shall be posted and made available for hospital personnel and patients.
- VI All statistical forms relating to the areas of Patients Activities, Occupational Therapy and Industrial Placement, as requested by the Department of Public Welfare St. Paul office, shall be transmitted accordingly.
- VII A practical plan of supervision and in-service education shall

be practiced within each of these hospital departments. This will include regular departmental staff meetings, demonstrations, individual and group conferences, evaluation and other modern supervisory devices. A departmental library of professional books and journals shall be maintained in the department office or made available in an adjacent area.

- VIII Schedules of time (prepared in advance) spent by staff members on duty shall be kept up to date and used for clear determination of assignment of staff personnel to professional tasks.
- IX Records and files of patients' progress in activities programs should be maintained by the department or in conjunction with other medical records departments.
- X All activities of this department for patients must be planned, schedules, and executed in accordance with local medical directive and the statewide approved operational medical policies.
- XI Files are to be maintained covering program, correspondence and other administrative procedures.
- XII A well balanced program of a variety of therapeutic and diversional activities shall be available under professional leadership on a seven day week basis which includes morning, afternoons and evenings, with Sunday activities at the discretion of the hospital Superintendent.
- XIII Time shall not be expended by department personnel in extrinsic miscellaneous activities not directly related to staff members' particular professional fields. Exception to this policy may be made only upon specified orders of the hospital superintendent.

- XIV All personnel should be guided in the performance of their duties by the State Civil Service job specifications for their particular job specialities.
- XV Supplies equipment, areas and facilities will be available for patients' use under supervision and will be purchased within budget allotments and professional judgment of the Patient Program Supervisor I, and the Patient Program Supervisor II. Any such requests of Patient Program Supervisor I, if not recommended by Patient Program Supervisor II, shall be brought to the attention of the Patient Program Supervisor I by the latter.
- XVI Before any requisitioned items in these fields are out or eliminated by the hospital business manager or similar authority, the said items are to be brought to the attention of the Patient Program Supervisor I with justification for the proposed act.
- XVII All volunteers that participate in these divisions shall have been exposed to a medically approved screening and orientation Program. Their supervision within hospital grounds or buildings must be by delegated personnel of these departments.
- XVIII Supplies, equipment and/or facilities shall not be retained in surplus quantities that the department does not have use for within the fiscal quarter or similar fixed period as is deemed to be reasonable.
- XIX The Patient Program Supervisor I or similar acting supervisor shall be included as regards his or her opinion related to definite changes, additions or depletions of a staff, equipment, facility or area item.
- XX Responsibility for professional adjunctive treatment and adjustment programs within the department's range shall be invested in the Patient Program Supervisor I, or similar acting supervisor and Patient Program Supervisor II.

- XXI Educational, consultative and administrative services of the Department of Public Welfare St. Paul central office staff shall be utilized by the state hospitals.
- XXII A patients' newspaper containing newsworthy and informational material shall be conducted as a patients' activity under the general direction of this department.
- XXIII Services of this department shall consistently be made available to patients on disturbed and regressed wards or grades.
- XXIV A Patients' Council or similar patients' representative group opinion device shall be in operation as a patients' activity. Supervision of this activity may be shared or entirely assumed by some other hospital department as the individual hospital situation shall be.
- XXV Funds accrued as a result of the Diversified Labor Fund as re-defined in Minnesota Laws of 1951 shall be retained and utilized in accordance with the specified law. Articles and items of a handicraft nature made by patients, the original materials which have been purchased by the hospital, must be sold through usual sale channels or used in the maintenance, upkeep and improvement of the hospital buildings or grounds. Profits accrued as result of these sales are to be returned to the Diversified Labor Fund.
- XXVI The Patient Program Supervisor I or similar acting supervisor shall have a knowledge of funds available for the purchase of supplies, equipment and facilities within his departmental scope.

XXVII Recreational supplies and equipment shall be made available to wards and grades for their use with patients under ward leadership. Such dispensing of items shall be accomplished in accordance with an established schedule or routine.

XXVIII

As readily as possible and as medically as feasible, patients shall be referred to pre-vocational classes and/or work assignments within the hospital.